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AUTHOR Polk, Kay N.
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ABSTRACT

This task-simulation learning module on board meeting preparation for secondary and postsecondary teachers and students, the fourth in a series of eleven task and in-basket simulations, was designed to provide individualized instruction in office occupations courses, such as introductory business and typewriting. (Each of the modules in the set is designated A, B, or C, representing level of difficulty from, respectively, easy to difficult.) The module is divided into two parts. The first, developed for teacher use, includes the following: teacher instructions; definitions of task and in-basket simulations; objectives (learning tasks); prior student experiences; necessary equipment, supplies, and resources; completion time; method of evaluation; pre-test with answer key; and answer keys for three learning tasks. The second part, developed for student use, includes the following: objectives (learning tasks); prior student experiences; necessary equipment, supplies, and resources; description of simulation situation; instructions for three learning tasks; and worksheets. (This module was developed around performance objective 77 of the V-TECS [Vocational-Technical Education Consortium of States] Secretarial Catalog. Some other related office occupations instructional materials are available in ERIC--see note.) (EM)

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ED166446

TASK SIMULATION

TYPING

TEACHER

B

# BOARD MEETING PREPARATION

Developed by

Kay N. Polk

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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## TEACHER INSTRUCTIONS

The task and in-basket simulations have been developed to supplement performance objectives in the V-TECS Secretarial Catalog. The simulations are designed for individualized instruction and can be used in several office occupations courses. Teachers involved in a 1976 EPDA workshop wrote the simulations and tested these materials in their classrooms. Suggested time limits may vary according to the ability and experience of your students.

The level of difficulty is noted on each simulation. "A" indicates an easy simulation, "B" average, and "C" difficult. This rating may vary according to the capabilities of your students. Pre-tests are included in the task simulations.

Students should not write on the simulations. Answer sheets for the in-basket simulations are included in the teacher materials and should be duplicated as needed. The teacher key for in-basket simulations reflects one correct method of listing priorities. Evaluation should be flexible. If a student can justify answers which differ from the suggested answers, they should be accepted as correct. You may prefer to use the in-basket simulations as learning experiences rather than for evaluation purposes.

Teachers should complete each simulation before making assignments to students. You must be familiar with the contents in order to answer questions. Avoid giving too many directions and hints. The purpose of the simulations is to teach your students to think and to make decisions under pressure.

## DEFINITIONS

A task simulation is an instructional technique in which the learner performs several different tasks. The simulation requires that the learner use previously acquired skills and knowledge in order to complete the tasks. An in-basket simulation is a technique in which a specific position is described and in which the learner is required to make decisions about the priority of each task described in the simulation. In an in-basket simulation, tasks are not performed by the student but are listed in order of priority.

**THIS TASK SIMULATION CORRELATES WITH V-TECS PERFORMANCE OBJECTIVE 77 IN THE SECRETARIAL CATALOG**

TITLE:

Board Meeting Preparation

OBJECTIVE:

Given materials in rough form for an agenda, minutes, and a table for a board meeting, you will design a format and type the agenda and table and compose and type the minutes with 100% accuracy.

PRIOR STUDENT EXPERIENCE:

Instruction in writing minutes
Typing I and Typing II (at least first semester of Typing II)

NECESSARY SUPPLIES AND RESOURCES:

Student materials for the simulation
Typewriter and typing paper
Correction tape and/or typing eraser
Dictionary
Typing II textbook
V-TECS Secretarial Catalog
Business English Textbook
Typing II Textbook

COMPLETION TIME:

A maximum of three (3) fifty-minute class periods for an average student.

METHOD OF EVALUATION:

Teacher correction using attached keys. A pretest is included and may be used to determine whether students are ready for this simulation.

NOTE:

Teacher will be required to use own judgment as to composition of minutes and format design of agenda and report. Attached keys are examples to be used as guidelines in teacher correction.

## PRE-TEST

**DO NOT WRITE ON THIS SHEET – USE A PLAIN SHEET OF PAPER AND PUT THE LETTER(S) OF THE CORRECT CHOICE. YOU SHOULD SCORE 100%**

1. Have you ever had any prior experience or instruction in taking minutes of a meeting?

2. Do you understand thoroughly the process of centering vertically and horizontally?

**IF YOU ANSWERED NO TO EITHER OF THE ABOVE QUESTIONS, STOP HERE AND CHECK WITH YOUR TEACHER. IF YOU ANSWERED YES TO BOTH QUESTIONS, CONTINUE WITH PRE-TEST.**

3. Minutes for board meetings should be:

   a. single spaced
   b. double spaced always
   c. triple spaced

4. The heading on the minutes for a board meeting should begin on line

   a. 6
   b. 13
   c. 15

5. Which should <u>not</u> be included in the minutes:

   a. members present
   b. reports given
   c. members absent
   d. refreshments served
   e. date of next meeting

6. The agenda for a meeting should be

   a. centered vertically on the page
   b. centered horizontally on the page
   c. both a and b

7. The agenda for a meeting should include

   a. call to order
   b. business to be conducted
   c. the names of persons scheduled to make reports or presentations
   d. adjournment
   e. all of these

8. An agenda should be

   a. single spaced to save space
   b. double spaced for easy reading
   c. triple spaced to fill a page

**PRE-TEST (cont'd.)**

9. Who should have a copy of the agenda

   a. all employees
   b. the presiding officer only
   c. board members, including the presiding officer

10. When typing a tabular report, the typist should

    a. type the table with the paper in usual position
    b. type the table with the paper sideways
    c. either a or b

11. Tables should be

    a. single spaced
    b. double spaced
    c. either a or b

12. Tables may be

    a. open
    b. boxed
    c. either a or b

## PRE-TEST ANSWER KEY

1. YES
2. YES

IF A STUDENT ASNWERS NO TO EITHER OF THE ABOVE QUESTIONS, THE STUDENT NEEDS TO REVIEW BEFORE BEGINNING THIS SIMULATION. IF THE STUDENT ANSWERED YES TO BOTH QUESTIONS, THE STUDENT MAY GO AHEAD WITH THE TEST AND SIMULATION.

3. a
4. b
5. d
6. c
7. e
8. b
9. c
10. c
11. c
12. c

**TASK 1 ANSWER KEY**

**WILLIAMS KNITWEAR COMPANY**

**Board Meeting of June 25, 19–**

The regular monthly meeting of the Board of Directors of Williams Knitwear Company was held on Thursday, June 25, 19–, at 10:30 a.m., in the Conference Room of the Company. The meeting was called to order by Mr. Larry M. Smith, Executive Vice-President.

The following members of the Board were present: Gus A. Cope, John B. Green, J. W. Johnston, J. N. Simmons, and Wilma A. Huggins. Those members absent included Troy W. Craft and Bill W. Harris.

The minutes of the May meeting were read and approved.

Mr. Simmons reported his study of overtime work for the month of May, indicating that more than allowable time was being reported by some employees. Regulations pertaining to overtime work were then reviewed. Mr. Smith stated that he would send each of the board members a copy of the regulations and, in addition, provide each department head with time sheets which would facilitate the recording and reporting of daily overtime.

Ms. Jane W. Johnston presented a plan for coverage of employees under a group hospitalization policy and answered questions relating to this type of coverage. Members of the board were asked to review the plan with their respective employees prior to the next board meeting in July.

The next meeting of the board was scheduled for July 25, 19–, at 10:30 a.m., in the Conference Room.

Since there was no further business, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Gus A. Cope
Acting Secretary

_____ _____

Larry M. Smith
Executive Vice-President

Date

TASK 2 ANSWER KEY

**WILLIAMS KNITWEAR COMPANY**

**Agenda for the Meeting of the Board of Directors**

**July 25, 19--**

1. Call to Order .....Larry M. Smith

2. Reading and Approval
   of the Minutes .....Gus A. Cope

3. Reports:
   Overtime Work ..... J. N. Simmons
   Hospitalization .....Jane S. Johnston

4. Presentation of Pricing
   Table .....Gus A. Cope

5. Adjournment .....Larry M. Smith

TASK 3 ANSWER KEY

PRICING TABLE

| Price Per Item | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| $25 | $ 50 | $ 75 | $100 | $125 | $150 | $175 | $200 |
| 30 | 60 | 90 | 120 | 150 | 180 | 210 | 240 |
| 40 | 80 | 120 | 160 | 200 | 240 | 280 | 320 |
| 50 | 100 | 150 | 200 | 250 | 300 | 350 | 400 |
| 60 | 120 | 180 | 240 | 300 | 360 | 420 | 480 |
| 70 | 140 | 210 | 280 | 350 | 420 | 490 | 560 |
| 75 | 150 | 225 | 300 | 375 | 450 | 525 | 600 |
| 80 | 160 | 240 | 320 | 400 | 480 | 560 | 640 |
| 85 | 170 | 255 | 340 | 425 | 510 | 595 | 680 |

TASK SIMULATION

TYPING

STUDENT

B

# BOARD MEETING PREPARATION

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## BOARD MEETING PREPARATION

OBJECTIVE:

Given materials in rough form for an agenda, minutes, and a table for a board meeting, you will design a format and type the agenda and table and compose and type the minutes with 100% accuracy.

PRIOR STUDENT EXPERIENCE:

Instruction in writing minutes
Typing I and Typing II (at least first semester of Typing II)

NECESSARY SUPPLIES AND RESOURCES:

Student materials for the simulation
Typewriter and typing paper
Correction tape and/or typing eraser
Dictionary
Typing II Textbook

SITUATION:

You are employed as a secretary to Mr. Gus A. Cope, the Marketing Manager and Acting Secretary of the Board of Directors for Williams Knitwear Company.

As you arrive at the office on Monday morning, you realize that tomorrow is the day of the board meeting. You will have to assemble and type the materials for Mr. Cope's approval this afternoon.

Mr. Cope has always had complete confidence in your ability to design the format for various reports, and he has now decided that you should be capable of composing minutes from his rough notes. He would like to have the agenda, table, and minutes typed for his approval this afternoon since the board meeting will be held tomorrow morning.

INSTRUCTIONS:

Task 1 – Based upon the notes on the following page left by Mr. Cope, compose and type the minutes of the last board meeting. Your name is Ken Raymond.

Task 2 – Design a format and type the agenda on page 3.

Task 3 – Design a format and type the table on page 4.

NOTE: Make an original copy only of each task; a copy of the agenda and the table should be made on the copying machine for each board member after the original copies have been approved by Mr. Cope.

# Board Meeting Minutes - June 25, 19-

- Regular Monthly meeting, Thurs., June 25, 19-, 10:30 A.M., Conference Room
- Call to Order: Larry M. Smith
  Exec. Vice-President
- Present: Gus A. Cope, John B. Green, Jane S. Johnston, J.N. Simmons, Wilma A. Huggins
- Absent: Troy W. Craft, Bill W. Harris
- Minutes of last meeting read and approved
- Simmons reported on a study of overtime work during May - he indicated more than allowable time being reported by certain employees.
- Board reviewed regulations relating to overtime work.
- Smith: will send each board member a copy of above regulations - also will provide department heads with time sheets which will make recording and reporting of daily overtime easier.
- Johnston: presented plan for coverage of employees under group hospitalization coverage - answered questions from bd. members - members of board were asked to review plan with their employees prior to next meeting.
- Next board meeting - July 25, 19-, 10:30 A.M., Conference Room.
- Adjourned 11:15

Acting Secretary

Larry M. Smith
Exec. Vice-Pres.

Date

Williams Knitwear Company

Agenda for the meeting of the board of directors

July 25, 19—

| | | |
|---|---|---|
| 1. Call to order | | Smith |
| 2. Reading and approval of minutes | | Cope |
| 3. Reports: | Overtime Work | Simmons |
| | Hospitalization | Johnston |
| 4. Presentation of pricing table | | Cope |
| 5. Adjournment | | Smith |

Note: Use full names of board members

# PRICING TABLE

| Price Per Item | Number of Items | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| $25 | $50 | $75 | $100 | $125 | $150 | $175 | $200 | ~~$225~~ | ~~$250~~ |
| ~~35~~ 30 | 60 ~~70~~ | 90 ~~105~~ | 120 ~~140~~ | 150 ~~175~~ | 180 ~~210~~ | 210 ~~245~~ | 240 ~~280~~ | ~~315~~ | ~~350~~ |
| 40 | 80 | 120 | 160 | 200 | 240 | 280 | 320 | ~~360~~ | ~~400~~ |
| 50 | 100 | 150 | 200 | 250 | 300 | 350 | 400 | ~~450~~ | 500 |
| 60 | 120 | 180 | 240 | 300 | 360 | 420 | 480 | 540 | ~~600~~ |
| 70 ~~72~~ | 140 ~~144~~ | 210 ~~216~~ | 280 ~~288~~ | 350 ~~360~~ | 420 ~~432~~ | 490 504 | 560 ~~576~~ | ~~648~~ | ~~720~~ |
| 75 | 150 | 225 | 300 | 375 | 450 | 525 | 600 | 675 | 750 |
| 80 | 160 | 240 | 320 | 400 | 480 | 560 | 640 | ~~720~~ | ~~800~~ |
| 85 | 170 | 255 | 340 | 425 | 510 | 595 | 680 | ~~765~~ | ~~850~~ |
| ~~100~~ | ~~200~~ | ~~300~~ | ~~400~~ | ~~500~~ | ~~600~~ | ~~700~~ | ~~800~~ | 900 | 1,000 |
| ~~125~~ | 250 | ~~345~~ | ~~500~~ | ~~625~~ | ~~695~~ | ~~875~~ | ~~1,000~~ | ~~1,125~~ | ~~1,250~~ |